

*SW-called on
format*WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 29 October 1986*Senior Management*1. Progress Report on Tasks Assigned by ~~The DCI/DDCI:~~

PTPE UPDATE:

(2/1/87)

25X1

*No
nothing
new
from last
week*

On 17 October 1986, a meeting was held to discuss future availability of the IBM Selectric III typewriter. In attendance were members of Procurement Division (PD), Supply Management Branch (SMB), Plain Text Processing Equipment Program (PTPE) personnel, and representatives from International Business Machines (IBM). Because of low demands for tempest typewriters, IBM indicated they will probably replace the Selectric III with the Electronic Quietwriter 2000 in January 1987.

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2. Items or Events of Major Interest that have Occurred During the Preceding Week:

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S E C R E T

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No
Not
yet.
25X1 hasn't
25X1 seen
this until
they receive
more info from
REC'D

25X1
25X1

e. Chief, Real Estate and Construction Division, has requested that the Interdepartmental Support Branch, Supply Division, task the focal point system to identify and provide approximately six detailees with degrees in architecture or the engineering field. Candidates should have experience in civil engineering, post engineering, or public works and will be assigned on a three to four year rotational basis. [redacted]

f. The Interdepartmental Support Branch, Supply Division, was tasked by the Facilities Management Division to make contact with the appropriate state or federal government offices to obtain an exemption from paying tolls for Agency vehicles using the Dulles Toll Road [redacted]

OL No
action has
not been
taken as
yet.

g. Data Control Branch, Supply Division (DCB) revised and is preparing for publication the Single Transportation Allotment (STA) System User's Manual to reflect changes for FY87. This manual will be distributed to Transportation Management Branch, [redacted] personnel as they are the sole users of this database.

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During the week DCB also instructed the STA input clerk on how to produce monthly reports from the STA database, a function previously handled by DCB personnel.

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S E C R E T

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25X1
No
i. Supply Management Branch (SMB), Supply Division, received requests from Headquarters components for 24 Class 5, two-drawer, filing cabinets for shipment to field stations. This is more than is normally issued in a year. Of the 24 requested, 13 were issued and 11 back ordered. SMB submitted a stock replenishment requisition to purchase 30 Class 5, two drawer filing cabinets on a priority basis. Delivery from vendor normally takes 60-120 days. [redacted]

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No
j. An expeditor from Supply Management Branch (SMB), Supply Division, spent a day with Latin American, Logistics (LA/LOGS), for familiarization with the day-to-day operations of an area logistics office. A diversity of activity was noted in the busy atmosphere of LA/LOGS. It was a good learning experience for the employee and provided a good insight into supply operations outside SMB. [redacted]

Upcoming Events
3. Significant Events Anticipated During the Coming Week:

None

4. SUPPLY DIVISION OVERVIEW:

Management Voluntary Exercise
None reported at this time.
per Toni.